

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-065-07-13</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/20/07</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION CRIMINAL JUSTICE INFORMATION SERVICES DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>10-15-09</i>	ARCHIVIST OF THE UNITED STATES <i>Michael King</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/13/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</i>		TITLE ASSISTANT DIRECTOR
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Computer Information Comparison (CIC) Program The Computer Information Comparison (CIC) Program is managed by the Criminal Justice Information Services (CJIS) Division's Investigative and Operational Assistance Group (IOAG). The CIC is a large-scale, off-line computerized process designed to search massive commercial and governmental databases in an effort to match data and subsequently locate wanted and missing persons and identify stolen property. The CIC utilizes special techniques to obtain information from the National Crime Information Center (NCIC) that cannot be obtained from a routine on-line inquiry.	N1-065-07-2	

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	<p>Since 2003, the CIC has processed over 700 requests for data comparisons containing more than 46 million records. The program produced over 610,000 wanted persons hits and over 47,000 missing persons hits. This information led to the arrest of 1,932 wanted persons, the location of 259 missing persons, and 3,346 leads sent out for possible terrorists. In addition to searches of the NCIC person files, the IOAG staff also compares vehicular data to information in the Vehicle File. These comparisons have resulted in the recovery of 150 stolen vehicles valued at over \$1.7 million and 15 arrests.</p> <p>1. Program file containing communications between the FBI and the entity requesting the computer information comparison. Included are agreements between the two agencies, completed questionnaires, statistical results, etc.</p> <p style="padding-left: 40px;">Disposition: Temporary. DELETE/DESTROY three years after termination of the agreement.</p> <p>2. Correspondence files disseminating the results of CIC matches. These files include electronic communications sent to FBI field offices and letters sent to federal, state, and local authorities concerning the whereabouts of missing and wanted persons and stolen property.</p> <p style="padding-left: 40px;">(a) Hard copy versions are filed in Classification 88 control files.</p> <p style="padding-left: 80px;">Disposition: Temporary. DESTROY immediately</p> <p style="padding-left: 40px;">(b) Electronic versions are stored in the Automated Case Support (ACS) system.</p> <p style="padding-left: 80px;">Disposition: Temporary. Cutoff at the end of each calendar year. DELETE when 5 years old.</p>		

(c) File in appropriate FBI case file.

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	<p>3. CIC Program Database: This internal database contains information about each computer matching agreement between the FBI and those entities requesting assistance.</p> <p>(a) Inputs: Requests from federal, state, and local entities to perform CIC matches. Data is manually entered in the database.</p> <p>Disposition: DELETE/DESTROY hard copies of inputs following verification of successful entry.</p> <p>(b) Master file: The master file contains the parameters of the searches that are to be conducted along with information about dollar amounts saved/recovered as a result of the matches.</p> <p>Disposition: Temporary. DELETE/DESTROY three years after termination of the agreement.</p> <p>(c) Outputs: The outputs include potential matches and leads. Leads are disseminated via letters to external entities or electronic communications to FBI field offices. See items 2 a & b for disposition of these records.</p> <p>(d) System documentation: Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information.</p> <p>Disposition: Temporary. DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related data set.</p>	<p>GRS 20</p> <p>GRS 20</p>	